



Parent Handbook 2018-2019

1660 Kessler Boulevard East Drive
Indianapolis, IN 46220
(317) 251-9489 ext. 21
www.northminsterperschool.org
preschool@northminster-indy.org

Shiloh O'Rourke- Director

MISSION STATEMENT

The mission of Northminster Community Preschool (NCP) is to provide a safe, nurturing and stimulating environment that promotes the social, emotional, physical and intellectual development of each child.

PHILOSOPHY

It is the philosophy of Northminster Community Preschool that children are unique individuals who deserve a loving, secure environment that promotes a sense of wonder and discovery in learning. We believe that children learn best through play and we provide a developmentally appropriate curriculum. We value an inclusive environment that respects the unique qualities of each child. We partner with parents to promote and enhance the child's growth and development.

ABOUT OUR SCHOOL

NCP was organized in 1972 and has been dedicated to providing a well-planned program for child development in a Christian atmosphere. We provide learning experiences for children of the church membership and the community in an environment which encourages the child to-

Ask questions

Explore and experiment

Develop a sense of security and independence

Under the leadership of qualified teachers, our classes include a balance of guided play activities, creative art work, singing, outdoor and indoor large muscle play, language and literacy development and number/letter recognition.

NCP is a non-profit and self-supporting, functioning as a service to the community with the approval of the Session and Christian Education Committee of Northminster Presbyterian Church. Classes are staffed with qualified, experienced teachers and assistants. All staff members are trained and certified in Pediatric CPR and Emergency First Aid Procedures for Infants and Adults. All staff members go through a background check.

The school is licensed to operate by the Marian County Board of Health and inspected annually.

We are grateful to Northminster Presbyterian Church for its support and for sharing its facilities with us. We are also grateful to our families for their confidence in us, their enthusiasm and their wonderful children.

HEALTH AND SAFETY

HEALTH FORMS- All students must have a health form on file before the first day of school begins. This is a rule of the Division of Public Health in Marian County. We are very willing to comply with this law as it provides for the health and safety of all of our students.

EMERGENCIES- if an emergency arises during school hours, please call the church office at 317-251-9489 with an emergency message. If it is after school hours, contact your child's teacher or the Director, Shiloh O'Rourke, at 310-484-9914.

FIRE AND TORNADO DRILLS- Students will participate in fire drills on a regular basis and an annual tornado drill. A shelter in place drill will also be practiced in preparation for the unlikely event of an intruder.

BUILDING SAFETY- The north entrance will remain locked while school is in session. It will be unlocked for drop off and pick up times. Please call the Director, Shiloh O'Rourke, at 310-484-9914 to gain entrance during the day. You may also enter through the south entrance of the church. The church is monitored with closed-circuit cameras 24 hours a day.

ILLNESSES AND ACCIDENTS- Please keep your child home if he or she is not feeling well. If your child has a communicable disease, let the teacher and director know as soon as possible so other parents can be alerted. We ask that children stay home until they are free of fever without medication for 24 hours. Please be especially cautious if your child exhibits flu-like symptoms. If a child becomes ill or injured at school, we will contact parents immediately. If we cannot reach them, will try to reach one of the listed emergency contacts listed on the Emergency Medical Information sheet. An accident report will be filled out by the staff member present at the time of accident and will be given to parents at pick up.

POTTY TRAINING- Children must be potty trained to attend preschool.

We understand the accidents do happen occasionally and ask that a change of clothing (including underwear and socks) be brought in to be kept at school during the school year.

ARRIVAL AND DISMISSAL PROCEDURES

Preschool arrival and dismissal are at the classroom door. We ask that parents use the north parking lot (accessible from Kingsley) to park and enter the school through the north doors. Parents should accompany their

child/ren into the building, assist with hanging up tote bags and coats, and wait in the hallway until the teacher greets the students at the classroom door. We ask that siblings not be left unattended in parked cars. Use caution when walking and driving through the parking lot. Safety of our families is of upmost concern. Please do not use parking spots designated handicapped unless you qualify.

OPEN DOOR POLICY

VISITATION- You are welcome to visit the classroom at any time; however, we ask that you wait until the second month of school in order to allow the teachers and students to have an adjustment period. It is helpful to all concerned if visits be limited in time. Please make arrangements with teachers prior to visits. The teacher's first responsibility is to the children, please do not expect a conference while classes are in session.

CONFERNCES WITH THE PRESCHOOL DIRECTOR- The director will be available for conferences with parents, either in person or by phone. The director's door is always open! Please feel free to contact her with any questions, concerns or comments.

PARENT/TEACHER CONFERENCES- Conferences to discuss your child's progress will be scheduled in February and as needed. Please arrange a time to speak with your child's teacher when you have questions or concerns.

GENERAL POLICIES AND PROCEDURES

CLASS SIZE- Class sizes may vary from year to year, but we feel that a solid teacher-to-student ration is important for effective supervision and communication in the classroom. Two teachers are assigned to each preschool class. Each class has a lead teacher and assistant teacher.

CLASS ROOMS- 3/4 Year Old's: Tuesday and Thursday Room 114

4/5 Year Old's: Tuesday, Wednesday and Thursday Room 113

CLASS SCHEDULES- 3/4 and 4/5 classes 9:00 am - 1:00 pm

Extended Day 1:00 – 2:30 pm

DISCIPLINE POLICY- The NCP staff provides a warm and welcoming environment which is conducive to student learning. Students respond well to high expectations for both academic performance and behavior. The staff uses positive guidance to communicate with children and helpful statements to encourage children to make good choices.

SNACKS- Morning snacks are donated by families. We ask that each family sign up for a week or two to bring in snacks for the class. Healthy snacks are best. Please consider bringing items such as goldfish,

crackers, fresh fruit or vegetables, veggie straws, graham crackers, individual yogurts, cheese sticks, pretzels or cereal bars.

LUNCHES- Children eat lunch in their classrooms with their teachers. Please provide a healthy lunch for your child. Please include spoons/forks, straws and ice packs if necessary.

BIRTHDAYS- If you would like to bring in a special treat to celebrate your child's birthday we ask that you arrange with the teacher ahead of time and that it complies with Chapter 8 of the Code of the Health and Hospital Corporation of Marion County which states that all food and beverages shall come from a source approved by the Health Officer and shall be in sealed packages and containers. Home prepared foods are not permissible. Please check with your child's teacher for treat suggestions. No favors or gifts please. Children with summer birthdays may arrange a date in the spring to celebrate.

FIELD TRIPS- These experiences are educational and fun for the children, teachers and parents. Field trips will be planned for each class throughout the year. We hope that parents will be available to go on at least one field trip during the school year as either a driver or an extra rider. We do ask that siblings do not accompany you on field trips. You will need to give your full attention to the children in your child's class. Safety is a top concern on field trips. The following regulations are required of all drivers-

1. Vehicles must be in good operating condition.
2. All children must be in car seats or booster seats while in transit.
3. Drivers must have a valid driver's license and insurance (copies will be kept in the office on file)
4. Smoking is not allowed during field trips.

CLOTHING- Please dress your child in clothing that is durable and comfortable. Clothing should be easy to pull and down during restroom breaks (tights are quite difficult for little girls). Shoes that give support and allow freedom of movement are encouraged (please avoid flip flops, heeled shoes). Closed toed shoes should be worn to school each day. This is for the safety of the children when in the classroom and out on the playground or in the big room. Please consider labeling jackets, hats, coats, sweatshirts, etc.

TOYS- We ask that all toys be left at home, except on Show and Tell days, which will be shared with you from the teacher.

INCLEMENT WEATHER- In the event that school is dismissed or canceled because of severe weather, an email or phone call will be sent to you. You may also call the preschool office, 317-251-9489 ext. 21, to check the phone message. If you are uncertain as to

whether or not school will be in session, you may call your child's teacher or the director. If our school is closed because of inclement weather, it is our policy not to schedule make-up days or to issue tuition refunds.

REGISTRATION, TUITION AND FEES

REGISTRATION FOR THE NEXT SCHOOL YEAR- NCP and MDO register for the following school year starting in January. We will send a Registration Application home with each family in January, as current families and alumni of NCP have first option for fall classes.

TUITION INFORMATION-

Registration Fee (Non-refundable) \$100

(includes equipment fee, resource fee, field trips and tote bag)

Monthly Tuition 3/4 Class- \$180

4/5 Class- \$270

Extended Day- \$35 for each day

Under the monthly tuition payment plan, it is important that payments be received on the **first class day of each month**. If you should occasionally have a problem meeting this deadline, please speak to the director ahead of time and a payment plan may be arranged. Any unpaid balance without notice will be considered delinquent and a late fee of \$5.00 will be charged after the tenth of the month in question. Should a tuition payment not be made by the end of the month and mutually agreed upon payment plan made with the director, the child could be suspended from the program until the time the tuition payments are current. Your promptness in paying greatly facilitates the bookkeeping and will be very much appreciated. Any check returned for non-sufficient funds will be subject to an additional \$25.00 charge to offset the charge assessed to NCP by the bank.

Please make checks payable to:

NORTHMINSTER COMMUNITY PRESCHOOL

Payment can be left in the tuition basket in the hallway, given to the director or mailed to Northminster Community Preschool

1660 Kessler Boulevard East Drive

Indianapolis, IN 46220

You may also pay via PayPal on our website

www.northminsterpreschool.org

We thank you for choosing NCP and look forward to a wonderful school year with you and your children.

